

From: Han, Linda (DPH) </O=COMMONWEALTH OF MASSACHUSETTS/OU=MASSMAIL-01/CN=RECIPIENTS/CN=LINDA.HAN>
Sent: Monday, February 14, 2011 4:56 PM
To: Nassif, Julianne (DPH) <Julianne.Nassif@MassMail.State.MA.US>; Caloggero, Dina (DPH) <Dina.Caloggero@MassMail.State.MA.US>; Smole, Sandra (DPH) <Sandra.Smole@MassMail.State.MA.US>
Subject: FW: Mandatory Training Compliance
Attach: HSLI 01-24-11.xls; EOHHS Mandatory Training Requirements.doc

While we are on the theme of training, please see attached list of your personnel and their mandatory training deficiencies.

From: Sullivan, Julie (DPH)
Sent: Wednesday, February 09, 2011 5:34 PM
To: Han, Linda (DPH)
Cc: Caloggero, Dina (DPH)
Subject: Mandatory Training Compliance

Enclosed is the PACE mandatory training compliance report for the employees in your Bureau. The report reflects the information in PACE as of January 24, 2011. Please follow up with the employees who are out of compliance.

PACE Issues

Employees hired after January 2, 2011 are not included in this report. There has been an ongoing problem with the interface between HRCMS (the personnel and payroll system) and PACE. The result is a 1-3 month lag in accounts being set up for new hires and transfers from other state agencies and the e-mail notification has not been working. The Center for Staff Development is working with the Human Resources Division (ANF) to correct the problems but as of today the problems persist.

We have paper based copies available for the majority of the trainings. Employees who attend the DPH specific employee orientation at 250 Washington St. will be given the paper based copies as part of the DPH orientation. They will be responsible reviewing the material and returning the certificates of completion to Yvonne Wade at the CSD and keeping a copy of the certificate for their record. Employees will need to wait until a PACE account has been set up to register for the Diversity Awareness class and the Diversity Awareness for Managers class.

The e-mail notification issue means that when users have forgotten their user ID or password the system responds with a message that the user name and password is not recognized. Employees should be instructed to send me an e-mail that includes their employee ID. I will reset the accounts to the default user name and password.

Mandatory Training Requirements

The second file in the e-mail is the list of mandatory trainings. There are two Conflict of Interest trainings; The Conflict of Interest Training and the Annual Conflict of Interest Summary. Please note that all employees are required to complete the 2011 Annual Conflict of Interest Summary. Employees who have not completed the Conflict of Interest Training should do so as soon as possible.

Please feel free to call me if you have any questions.

Thank you,